

**CONFIDENTIAL**

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OEL 266-63  
20 February 1963

MEMORANDUM TO: The Records Management Staff

SUBJECT : Records Management Survey

25X1 1. This is to express our deep appreciation for the assistance of [redacted] of your staff. In compliance with my request [redacted] performed a Records Management Survey of my office. During this survey various elements of records management were studied and as a result of their excellent performance, recommendations were made and followed.

25X1 2. Your staff and particularly [redacted] are to be congratulated on the efficient and superior manner in which the survey was conducted.

25X1

Chief  
Operations Division/OEL

Distribution:  
Original & 1 - Addressee

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